



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

October 11, 2012

MEMORANDUM

TO: Local and Intermediate School District Superintendents and
Public School Academy Administrators

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: Grant Electronic Monitoring System (GEMS)

The Michigan Department of Education (MDE) is required by law to monitor subrecipients' use of funds. Monitoring is a broad requirement that extends to every program, function, and/or activity. The intent of monitoring is to ensure subrecipients comply with all applicable federal and state requirements and achieve the goals of the funded programs. MDE has launched a new electronic monitoring system, the Grant Electronic Monitoring System (GEMS), which will support the monitoring process. GEMS provides an easy to use, automated method to:

- Schedule monitoring reviews
- Collect requested documents
- Create monitoring reports
- Submit corrective action plans

GEMS will be used by several MDE program offices to monitor a wide variety of grant programs. Currently the Office of Career and Technical Education, the Office of School Support Services, the Office of Field Services, and the Office of Great Start/Early Childhood Education and Family Services will begin monitoring grant programs via GEMS. GEMS will make the monitoring process easier and more efficient for subrecipients, as well as significantly reduce the use of paper.

Subrecipients will be contacted in the near future in the event their agency is selected to be monitored via GEMS. At that time, user access and training documents will be provided. Each agency is allowed up to two Subrecipient Administrators and multiple Subrecipient Users. Additional GEMS and user role information is provided at <http://michigan.gov/mde/0,4615,7-140-5236---,00.html>.

Questions regarding GEMS can be directed to the Grants Coordination and School Support Unit at (517) 373-1806.

cc: Michigan Education Alliance

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